VENDOR INSTRUCTION

FOR

WIDE AREA WORKFLOW

(WAWF)

https://wawf.eb.mil

2 CONS/LGCP

Barksdale AFB, LA

318-456-3729

UNCLASSIFIED

Tue, 06-Feb-2007 1:45 PM

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https://wawf.eb.mil/

Wide Area Workflow

Wide Area Workflow

Password: Enter Password

me

stomer Support

About WAWF

What's New

curity & Privacy

ive DoDAACs & Roles

ive CAGEs & Roles

WAWF - Logon

User ID

kmfusilier

Password

Select Certificate

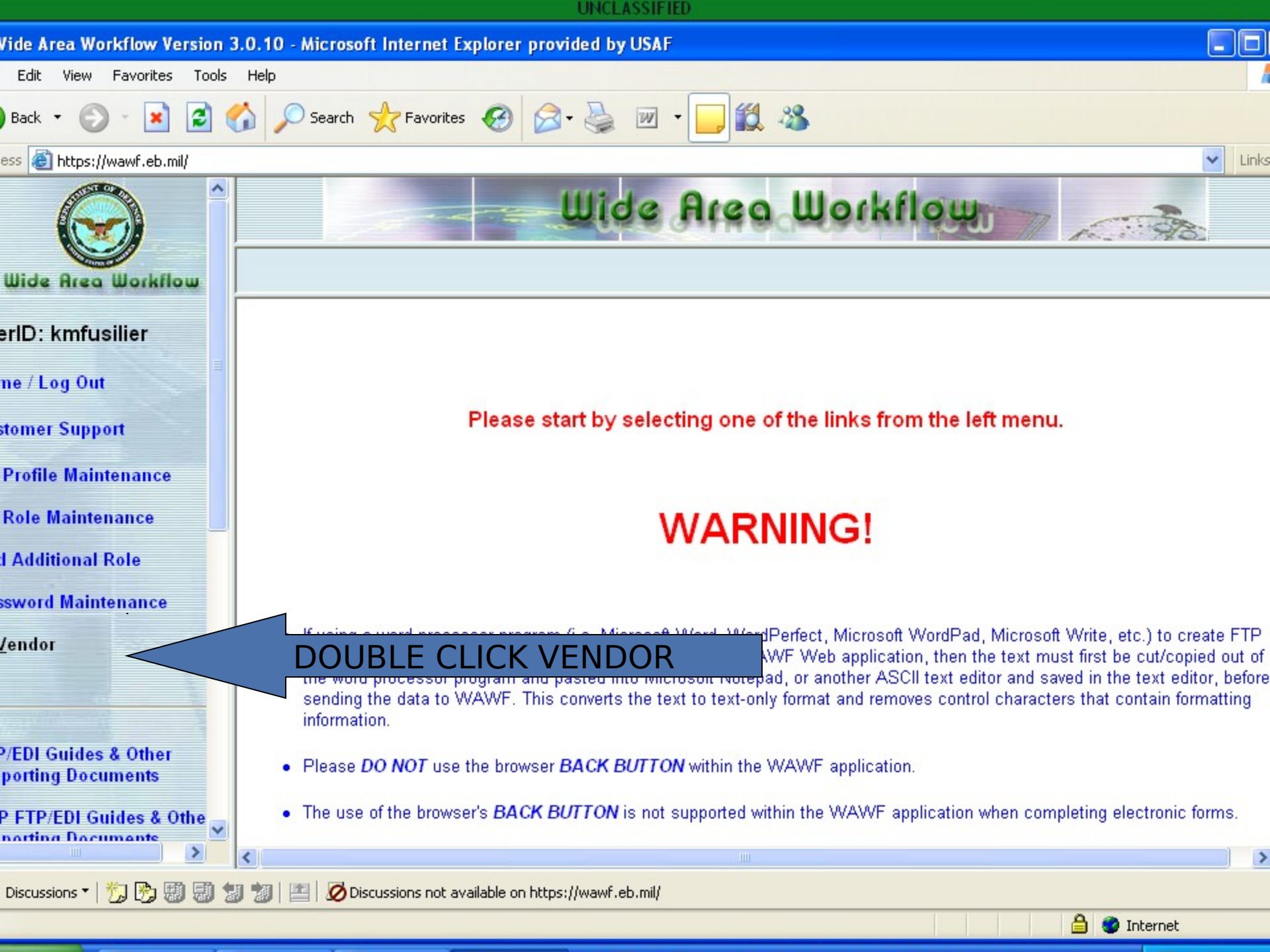
Submit Return Page Help

Reset Password

To Change PASSWORD Click on Reset

Password along with user ID INSERT

Discussions Discussions not available on https://wawf.eb.mil


Vide Area Workflow Version 3.0.10 - Microsoft Internet Explorer provided by USAF
Edit View Favorites Tools Help
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https://wawf.eb.mil/
Wide Area Workflow
Wide Area Workflow
erID: kmfusilier
me / Log Out
stomer Support
Profile Maintenance
Role Maintenance
l Additional Role
ssword Maintenance
Vendor
P/EDI Guides & Other
porting Documents
P FTP/EDI Guides & Othe
Please start by selecting one of the links from the left menu.
WARNING!
DOUBLE CLICK VENDOR
Perfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP
WF Web application, then the text must first be cut/copied out of
ad, or another ASCII text editor and saved in the text editor, before
sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting
information.
Please DO NOT use the browser BACK BUTTON within the WAWF application.
The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
Discussions
Discussions not available on https://wawf.eb.mil/
Internet

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Edit View Favorites Tools Help

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https://wawf.eb.mil/

Wide Area Workflow

erID: kmfusilier

ne / Log Out

stomer Support

Profile Maintenance

Role Maintenance

l Additional Role

ssword Maintenance

endor

Create New Document

Create Misc. Pay

View Vendor Documents

Access Rejected Receivi Reports

CREATE NEW DOCUMENT

Wide Area Workflow

Please start by selecting one of the links from the left menu.

WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP fil DI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of other ASCII text editor and saved in the text editor, before and removes control characters that contain formatting inf tion.
- Please *DO NOT* use the browser *BACK BUTTON* within the WAWF application.
- The use of the browser's *BACK BUTTON* is not supported within the WAWF application when completing electronic forms.

Discussions | Discussions not available on https://wawf.eb.mil/

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https://wawf.eb.mil/

Wide Area Workflow

Wide Area Workflow

erID: kmfusilier

ne / Log Out

stomer Support

Profile Maintenance

Role Maintenance

l Additional Role

ssword Maintenance

endor

Create New Document

Create Mis

Open this link in Main Work Area.

View Vendor Documents

Access Rejected Receivi
Reports

Contract Number: Enter the Contract Number in which the document is to be entered against.

Create New Document

* = Required Fields

Contract Number *	Delivery Order	CAGE Code/Ext. *

Continue Reset Page Help

- INPUT CONTRACT NUMBER
- DELIVERY ORDER NUMBER
- USE DROP DOWN TO SELECT CAGE CODE

Discussions Discussions not available on https://wawf.eb.mil/

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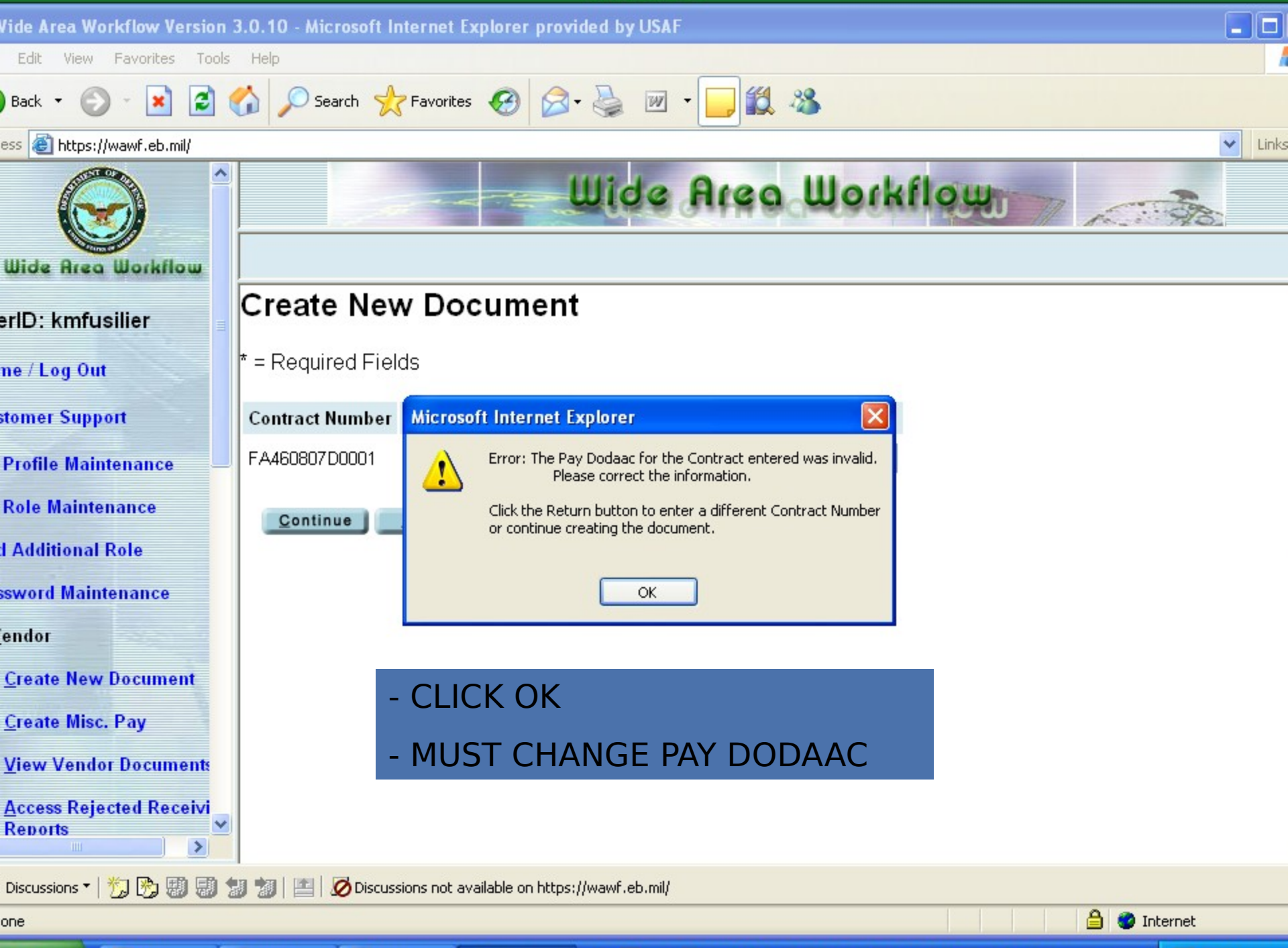
Wide Area Workflow

Create New Document

* = Required Fields

Contract Number *	Delivery Order	CAGE Code/Ext. *
FA460807D0001	5000	2M840

Continue Reset Page Help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Create Misc. Pay
View Vendor Documents
Access Rejected Receivi
Reports
Create New Document
* = Required Fields
Contract Number
FA460807D0001
Continue
Microsoft Internet Explorer
Error: The Pay Dodaac for the Contract entered was invalid.
Please correct the information.
Click the Return button to enter a different Contract Number
or continue creating the document.
OK
- CLICK OK
- MUST CHANGE PAY DODAAC
Discussions
Discussions not available on https://wawf.eb.mil/
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l Additional Role

ssword Maintenance

endor

Create New Document

Create Misc. Pay

View Vendor Documents

Access Rejected Receivi

Reports

Wide Area Workflow

Pay DoDAAC: Enter Pay Department of Defense Activity Address Code (DoDAAC)

Create New Document

* = Required Fields

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *
FA460807D0001	5000	2M840	F67100

Continue Return Reset Page Help

- CHANGE 667100 TO READ **F67100**

Discussions Discussions not available on https://wawf.eb.mil/

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Internet

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Create New Document

Create Misc. Pay

View Vendor Documents

Access Rejected Receivi Reports

Create New Document

* = Required Fields

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
FA460807D0001	5000	2M840	F67100

Select Document to Create: *

- ○ Invoice
- ○ Invoice as 2-in-1 (Services Only)
- ○ Construction Payment Invoice
- ○ Commercial Item Financing
- ○ Performance Based Payment
- ○ Progress Payment
- ○ Receiving Report

USE IF CONSTRUCTION CONTRACT

Discussions Discussions not available on https://wawf.eb.mil/

one Internet

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Wide Area Workflow

Wide Area Workflow

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Profile Maintenance

Role Maintenance

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ssword Maintenance

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Create New Document

Create Misc. Pay

View Vendor Documents

Access Rejected Receivi Reports

Template

Active Documents Archived Documents

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Construction Payment Invoice
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo) Inspection: Destination Acceptance: Destination
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)

USE **COMBO** IF SERVICE OR SUPPLY CONTRACT

Continue Return Reset Page Help

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Create New Document

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Wide Area Workflow

Ship To DoDAAC: The ShipTo Code to be placed on the document. This Department of Defense Activity Address Code (DoDAAC) corresponds to the Government Acceptor. This will equate to

Create New Document

COMPLETE EACH BOX WITH ASTERISK

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	CAGE Co	Pay DoDAAC
FA460807D0001	5000	2M840	7100

Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.		Mark For Code / Ext.	
2007/02/06	FA4608	FA4608				

Ship To Code * / Ext.		Ship From Code / Ext.		LPO DoDAAC / Ext.	
F1G3A5					

Document Selected:

Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance

Continue Return Reset Page Help

Discussions Discussions not available on https://wawf.eb.mil/

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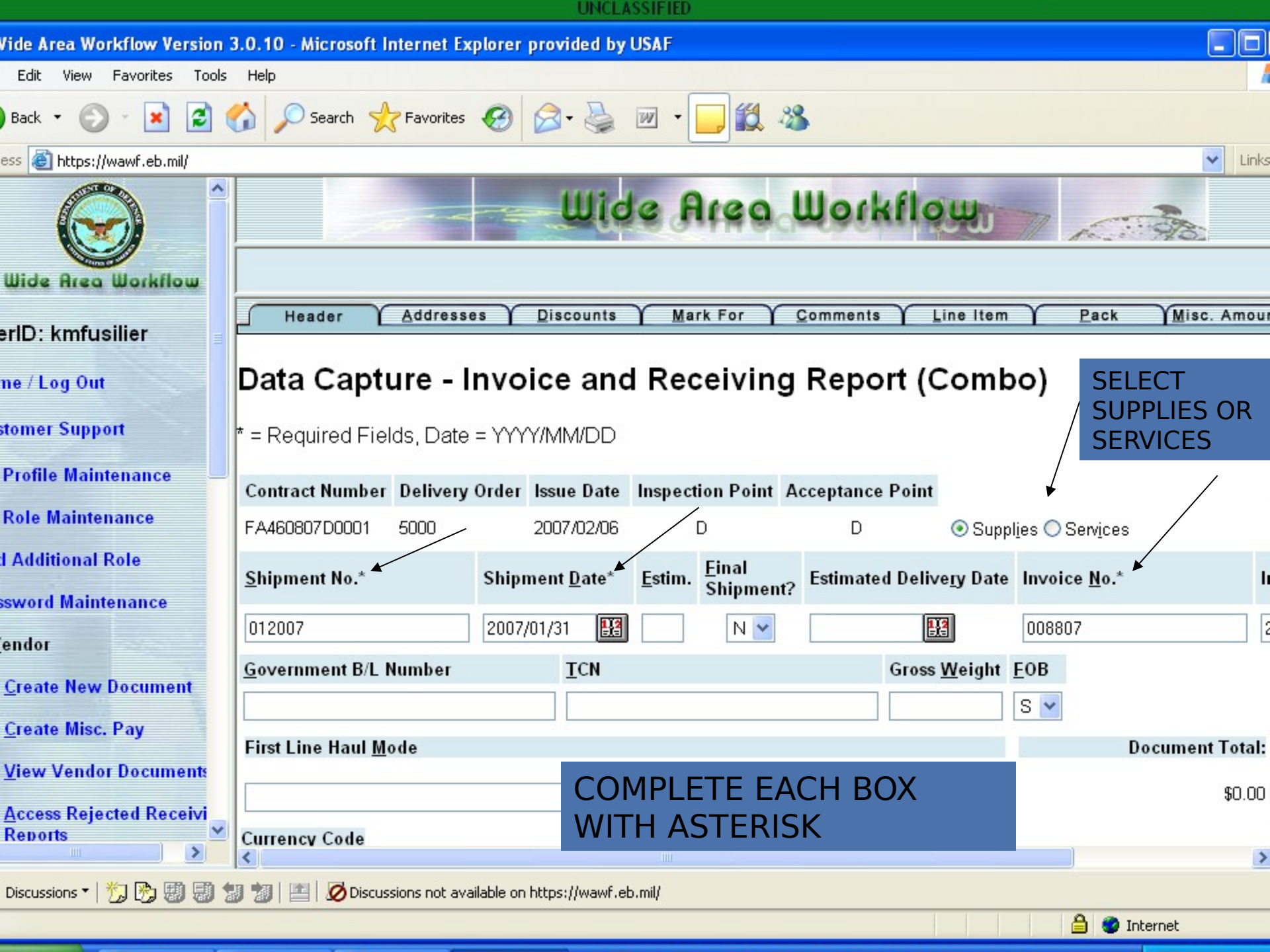
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Create Misc. Pay
View Vendor Documents
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Reports
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Header
Addresses
Discounts
Mark For
Comments
Line Item
Pack
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Data Capture - Invoice and Receiving Report (Combo)
SELECT SUPPLIES OR SERVICES
* = Required Fields, Date = YYYY/MM/DD
Contract Number
Delivery Order
Issue Date
Inspection Point
Acceptance Point
FA460807D0001
5000
2007/02/06
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Supplies
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Shipment No.*
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Final Shipment?
Estimated Delivery Date
Invoice No.*
012007
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008807
Government B/L Number
TCN
Gross Weight
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Document Total:
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Currency Code
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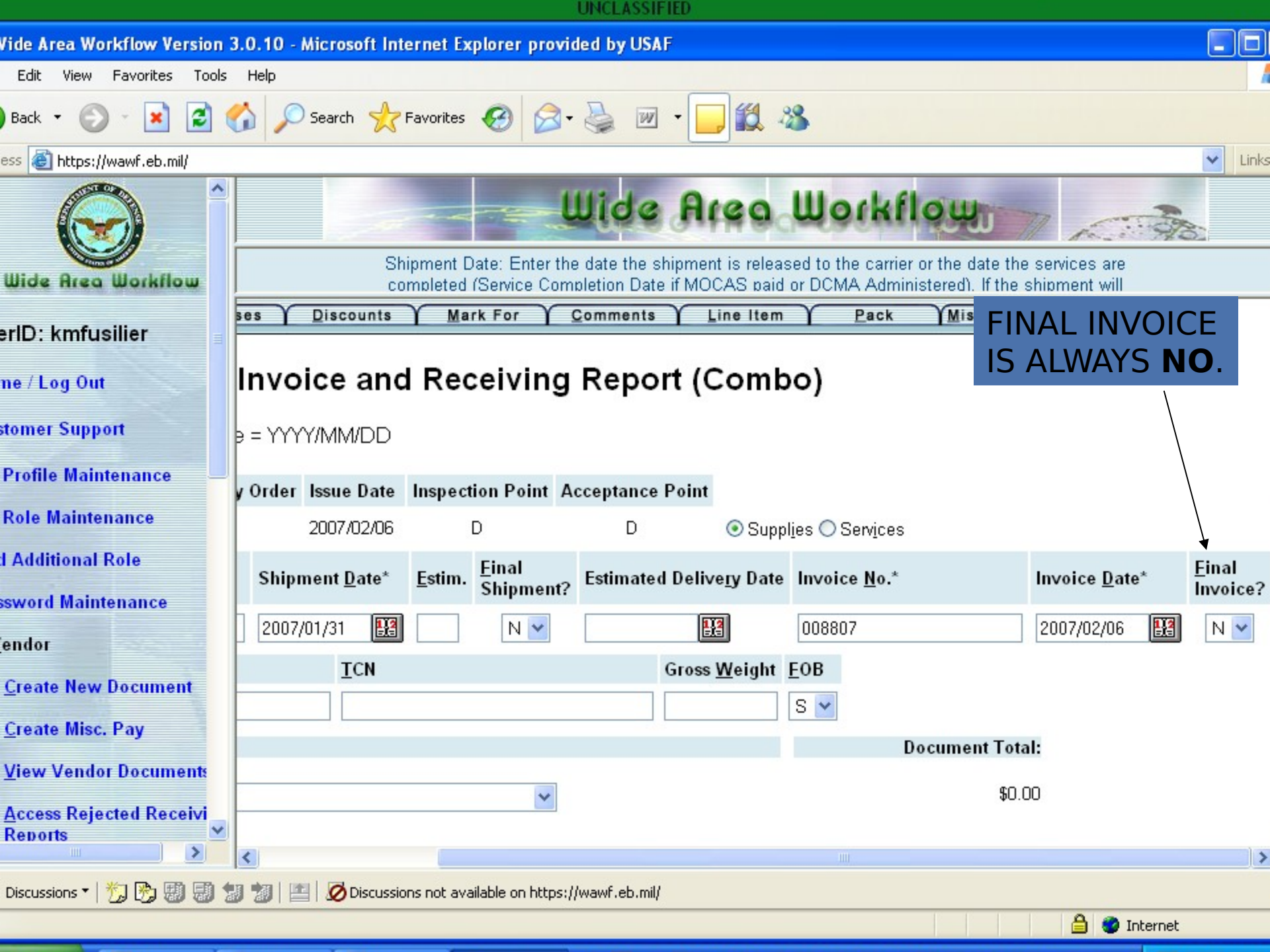
Discussions not available on https://wawf.eb.mil/
Internet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Shipment Date: Enter the date the shipment is released to the carrier or the date the services are
completed (Service Completion Date if MOCAS paid or DCMA Administered). If the shipment will
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FINAL INVOICE IS ALWAYS NO.
Invoice and Receiving Report (Combo)
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Estimated Delivery Date
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Invoice Date*
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2007/02/06
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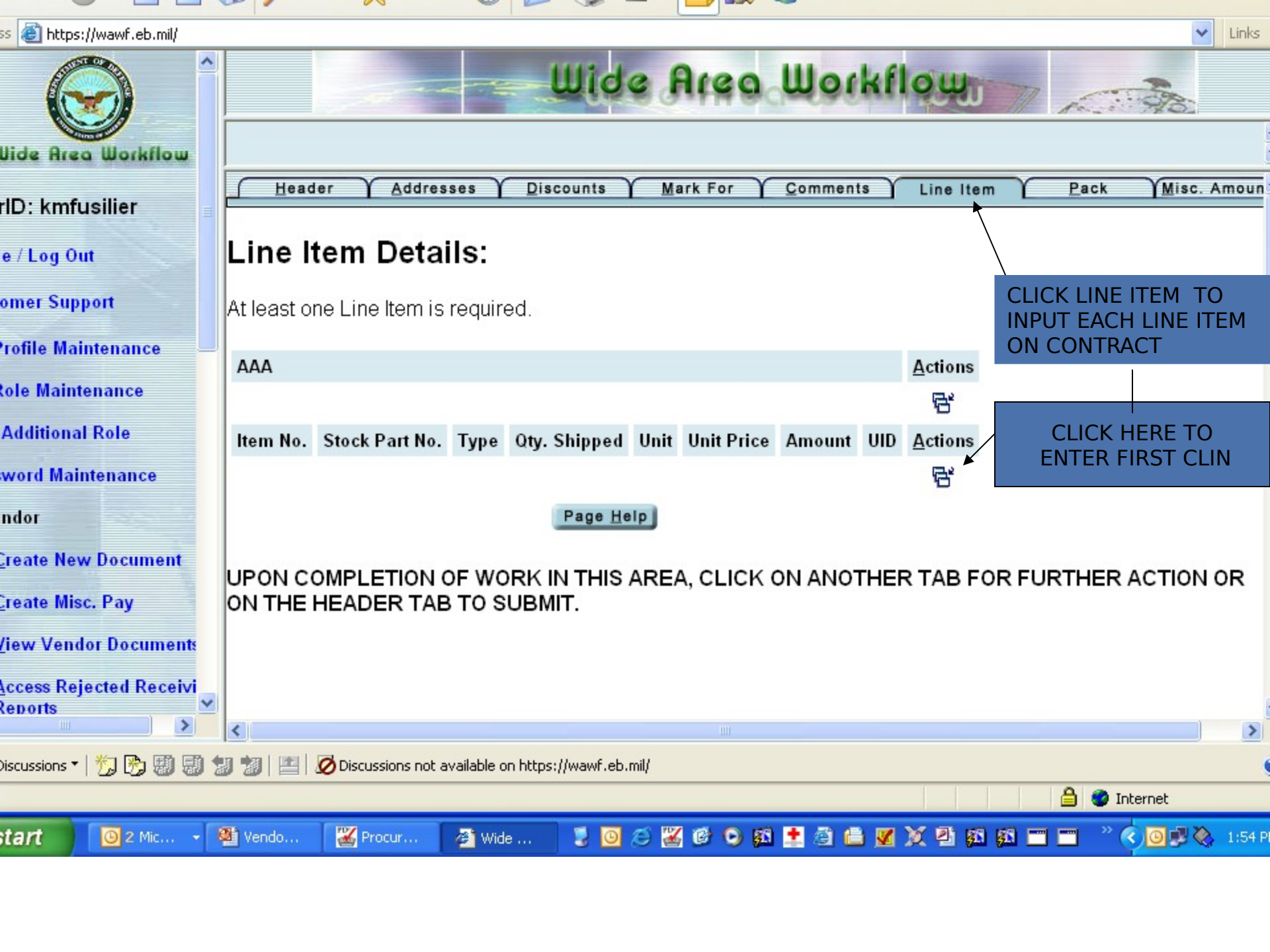
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Links
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Line Item Details:
At least one Line Item is required.
AAA
Actions
Item No.
Stock Part No.
Type
Qty. Shipped
Unit
Unit Price
Amount
UID
Actions
Page Help
UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.
CLICK LINE ITEM TO INPUT EACH LINE ITEM ON CONTRACT
CLICK HERE TO ENTER FIRST CLIN
Discussions
Discussions not available on https://wawf.eb.mil/
Internet
start
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1:54 P

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Edit View Favorites Tools Help

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Wide Area Workflow

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Profile Maintenance

Role Maintenance

l Additional Role

ssword Maintenance

endor

Create New Document

Create Misc. Pay

View Vendor Documents

Access Rejected Receivi Reports

Wide Area Workflow

Description: Enter Description

CLIN/SLIN | ACRNs | UID | MILSTRIP

Add CLIN/SLIN

First Line Item Completed

* = Required Fields

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
0001	D0893D0960	MG - Manufacturer's Part Number	1	EA	$ 61,262.93

SDN	ACRN	GFE?	Advice Code	Amount
	AA	N		$ 61,262.93

AAA

Description *

INVOICE#0088-07 COCESS FOR JANUARY 2007

Discussions | Discussions not available on https://wawf.eb.mil/

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ess https://wawf.eb.mil/ Links

Wide Area Workflow

Wide Area Workflow

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Profile Maintenance

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endor

Create New Document

Create Misc. Pay

View Vendor Documents

Access Rejected Receivi Reports

MUST PUT INFO WHERE THERE IS AN ASTERISK

AAA

Description *

INVOICE#0088-07 COCESS FOR JANUARY 2007

Save Clin/Slin Return Page Help

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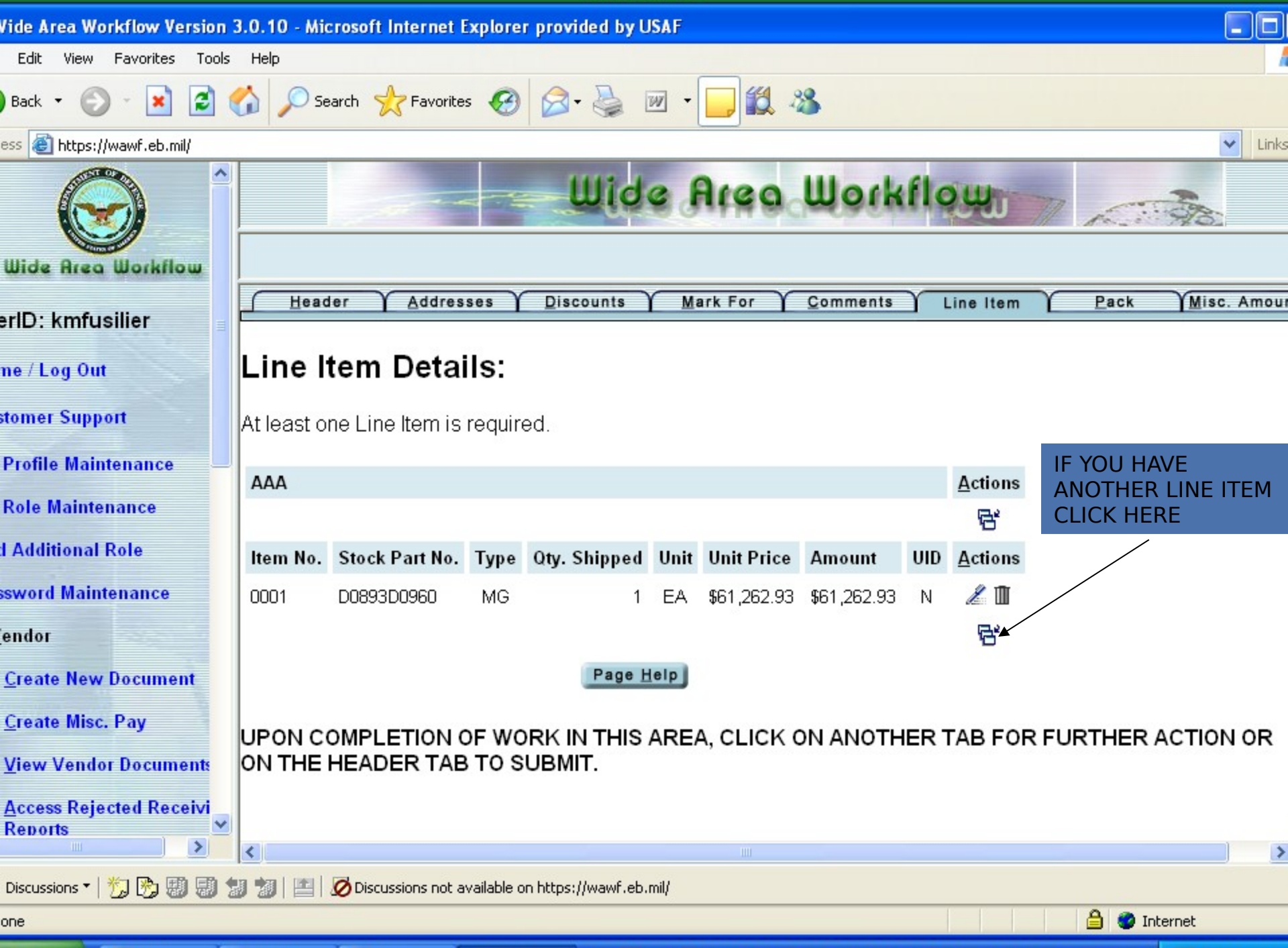
one Internet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View Vendor Documents
Access Rejected Receivi
Reports
Wide Area Workflow
Header
Addresses
Discounts
Mark For
Comments
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Pack
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Line Item Details:
At least one Line Item is required.
AAA
Actions
Item No.
Stock Part No.
Type
Qty. Shipped
Unit
Unit Price
Amount
UID
Actions
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Page Help
IF YOU HAVE ANOTHER LINE ITEM CLICK HERE
UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.
Discussions
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one
Internet

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Wide Area Workflow

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Profile Maintenance

Role Maintenance

l Additional Role

ssword Maintenance

endor

Create New Document

Create Misc. Pay

View Vendor Documents

Access Rejected Receivi Reports

Wide Area Workflow

Shipment Number: Known Shipment No. may be used as search criteria.

Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Misc. Amoun

Header Page

Data Capture - Invoice and Receiving Report (Combo)

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	
FA460807D0001	5000	2007/02/06	D	D	(•) Supplies ( ) Services

Shipment No.*	Shipment Date*	Estim.	Final Shipment?	Estimated Delivery Date	Invoice No.*
012007	2007/01/31		N		008807

Government B/L Number	TCN	Gross Weight	FOB
			S

First Line Haul Mode

Document Total:

$61,262.93

Currency Code

Discussions Discussions not available on https://wawf.eb.mil/

https://wawf.eb.mil/servlet/DocumentTabs#

Internet

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Wide Area Workflow

Shipment Number: Known Shipment No. may be used as search criteria.

FA460807D0001 5000 2007/02/06 D D Supplies Services

Shipment No.*	Shipment Date*	Estim.	Final Shipment?	Estimated Delivery Date	Invoice No.*
012007	2007/01/31		N		008807

Government B/L Number	TCN	Gross Weight	FOB
			S

First Line Haul Mode

Document Total: $61,262.93

Currency Code

USD

CLICK

Create Document Return Page Help

Discussions Discussions not available on https://wawf.eb.mil/

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erID: kmfusilier

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l Additional Role

ssword Maintenance

endor

Create New Document

Create Misc. Pay

View Vendor Documents

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Reports

Wide Area Workflow

Header | Line Item | ACRNs | Addresses | Misc. Info

INVOICE

* = Required Fields

Contract Number	Delivery Order	Issue Date
FA460807D0001	5000	2007/02/06

Invoice Number	Invoice Date	Final Invoice	Invoice Received Date
008807	2007/02/06	N	2007/02/06

Summary of Detail Level Information		Total
1	CLIN/SLIN(s)	$61,262.93
0	Miscellaneous Amount(s)	$0.00
		$61,262.93

Shipment Number	Sh	Final Shipment
012007	2007/01/31	N

Main Work Area

Discussions | Discussions not available on https://wawf.eb.mil/

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File Edit View Favorites Tools Help

Back Search Favorites

Address https://wawf.eb.mil/

Wide Area Workflow

UserID: kmfusilier

- Home / Log Out
- Customer Support
- My Profile Maintenance
- My Role Maintenance
- Add Additional Role
- Password Maintenance
- [-] Vendor
  - Create New Document
  - Create Misc. Pay
  - View Vendor Documents
  - Access Rejected Receivi Reports

Wide Area Workflow

012007 N

BOTTOM OF INVOICE

Routing Information:

Prime Contractor	Administered By
CAGE Code: 2M840 Extension:	DoDAAC: FA4608
Name: C C DISTRIBUTORS INC	Name: FA4608 2 CONS LGC
Ship To	**Payment Official**
Code: F1G3A5 Extension:	DoDAAC: F67100
Name: 2 MSG CES CE0EC	Name: ACCTG DISB STA NR 667100
Issue By	
DoDAAC: FA4608	
Name: FA4608 2 CONS LGC	

Submit Return Page Help

Discussions Discussions not available on https://wawf.eb.mil/

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GO TO HEADER

Wide Area Workflow

erID: kmfusilier

me / Log Out

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Profile Maintenance

Role Maintenance

l Additional Role

ssword Maintenance

endor

Create New Document

Create Misc. Pay

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Access Rejected Receivi Reports

Header | Line Item | ACRNs | Addresses | Misc. Info

RECEIVING REPORT

* = Required Fields

Contract Number	Delivery Order	Issue Date	
FA460807D0001	5000	2007/02/06	◉Supplies ○Services

Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point	Estimated Delivery Date
012007	2007/01/31	N	D	D	

B/L Number	TCN	First Line Haul Mode	Gross Weight	FOB
				S

Summary of Detail Level Information		Total
1	CLIN/SLIN(s)	$61,262.93

Invoice Number	Invoice Date	Final Invoice
008807	2007/02/06	N

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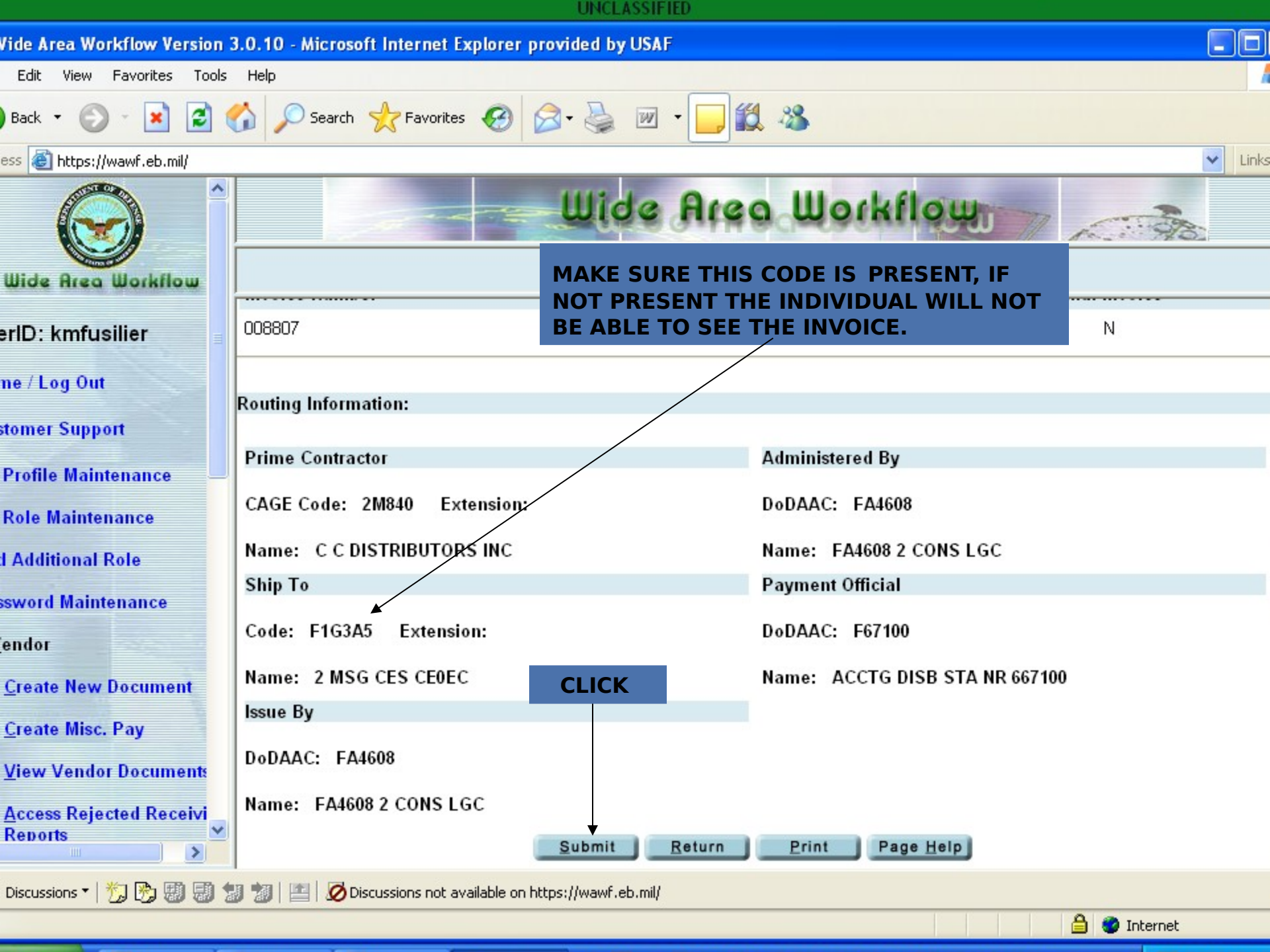
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Wide Area Workflow
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l Additional Role
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endor
Create New Document
Create Misc. Pay
View Vendor Documents
Access Rejected Receivi
Reports
Wide Area Workflow
MAKE SURE THIS CODE IS PRESENT, IF NOT PRESENT THE INDIVIDUAL WILL NOT BE ABLE TO SEE THE INVOICE.
008807
N
Routing Information:
Prime Contractor
CAGE Code: 2M840 Extension:
Name: C C DISTRIBUTORS INC
Ship To
Code: F1G3A5 Extension:
Name: 2 MSG CES CE0EC
Issue By
DoDAAC: FA4608
Name: FA4608 2 CONS LGC
Administered By
DoDAAC: FA4608
Name: FA4608 2 CONS LGC
Payment Official
DoDAAC: F67100
Name: ACCTG DISB STA NR 667100
CLICK
Submit
Return
Print
Page Help
Discussions
Discussions not available on https://wawf.eb.mil/
Internet

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File Edit View Favorites Tools Help

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Wide Area Workflow

UserID: kmfusilier

- Home / Log Out
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- My Role Maintenance
- Add Additional Role
- Password Maintenance
-] Vendor
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Wide Area Workflow

The Invoice and Destination Inspection and Acceptance Receiving Report has been submitted successfully.

Contract Number	Delivery Order	Shipment Number	Invoice Number
FA460807D0001	5000	012007	008807

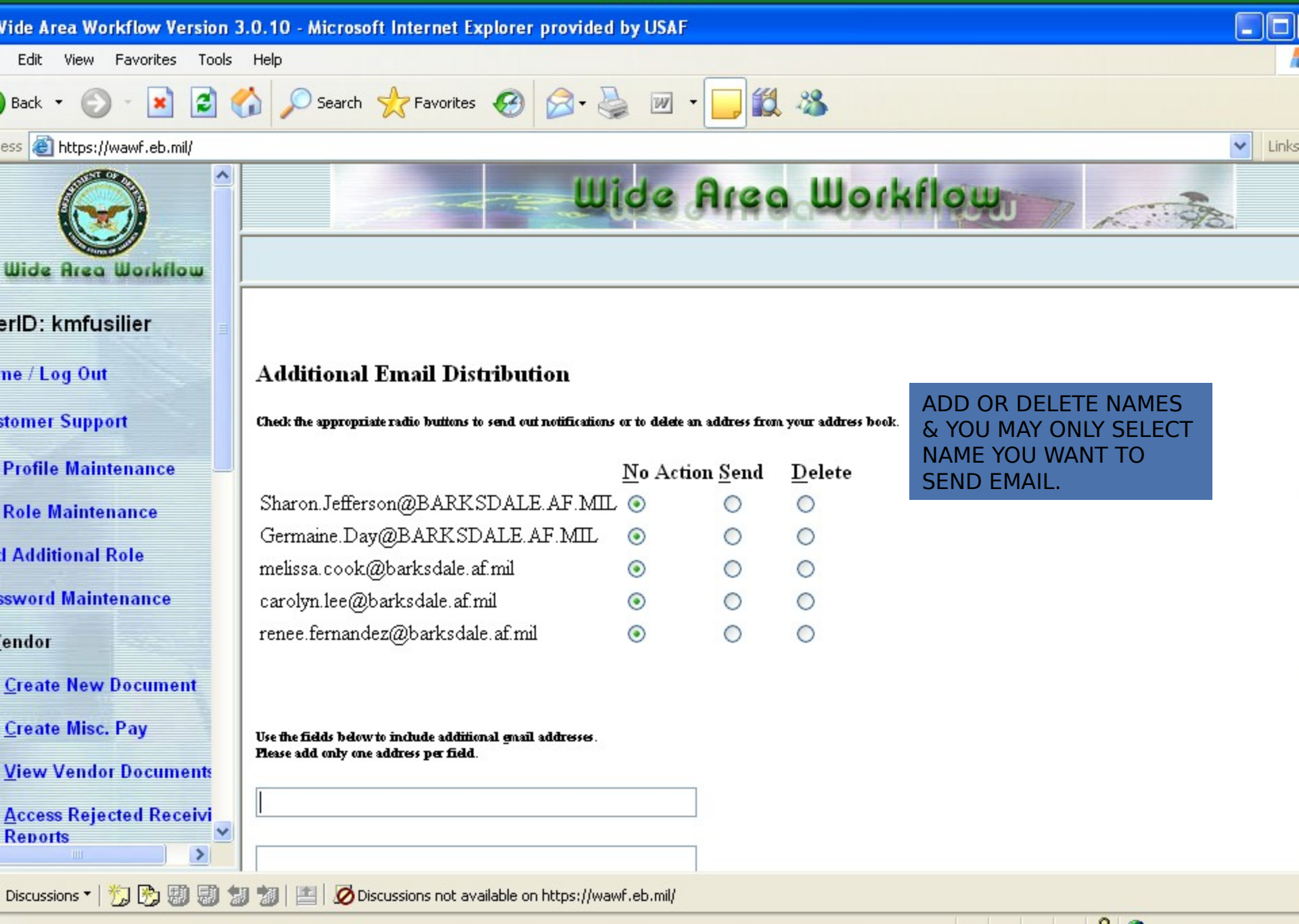
THESE INDIVIDUALS WILL RECEIVE AN EMAIL
CLICK SEND MORE EMAIL NOTIFICATIONS
WILL ADD ADDITONAL EMAIL ADDRESSES

Email sent to Vendor: wawf@ccdistributors.com
Email sent to Acceptor: GERMAINE.DAY@BARKSDALE.AF.MIL
Email sent to Vendor: wawf@ccdistributors.com

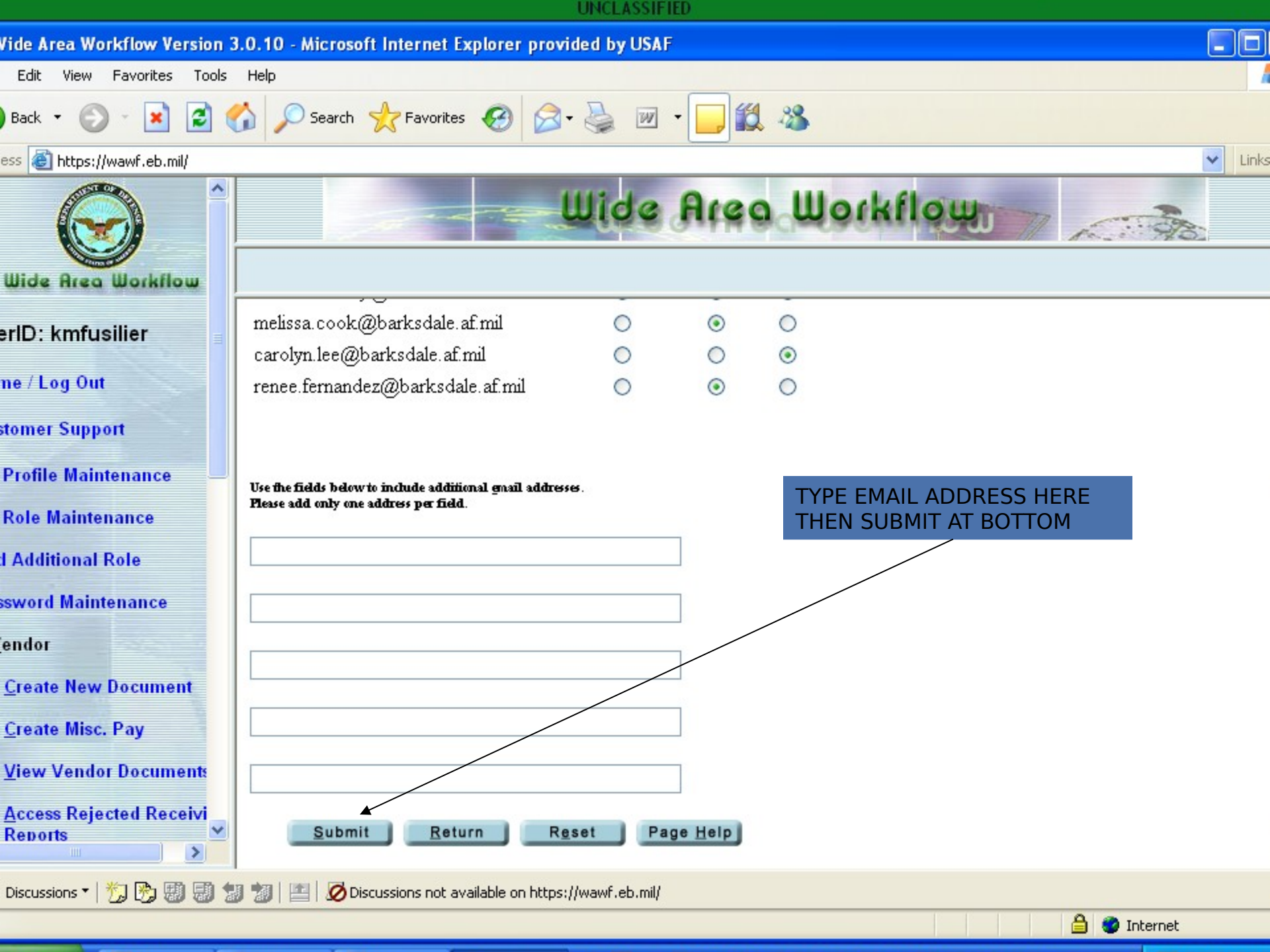
Send More Email Notifications

Discussions Discussions not available on https://wawf.eb.mil/

Done Internet



ADD OR DELETE NAMES & YOU MAY ONLY SELECT NAME YOU WANT TO SEND EMAIL.


Vide Area Workflow Version 3.0.10 - Microsoft Internet Explorer provided by USAF
Edit View Favorites Tools Help
Back Search Favorites
https://wawf.eb.mil/
Wide Area Workflow
Wide Area Workflow
erID: kmfusilier
me / Log Out
stomer Support
Profile Maintenance
Role Maintenance
l Additional Role
ssword Maintenance
endor
Create New Document
Create Misc. Pay
View Vendor Documents
Access Rejected Receivi
Reports
melissa.cook@barksdale.af.mil
carolyn.lee@barksdale.af.mil
renee.fernandez@barksdale.af.mil
Use the fields below to include additional email addresses.
Please add only one address per field.
TYPE EMAIL ADDRESS HERE
THEN SUBMIT AT BOTTOM
Submit
Return
Reset
Page Help
Discussions
Discussions not available on https://wawf.eb.mil/
Internet

Wide Area Workflow Version 3.0.10 - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Search Favorites

Address https://wawf.eb.mil/

Wide Area Workflow

UserID: kmfusilier

- Home / Log Out
- Customer Support
- My Profile Maintenance
- My Role Maintenance
- Add Additional Role
- Password Maintenance
- [-] Vendor
  - Create New Document
  - Create Misc. Pay
  - View Vendor Documents
  - Access Rejected Receivi Reports

Wide Area Workflow

DELETED

Additional Email Distribution Summary

Deleted Sharon.Jefferson@BARKSDALE.AF.MIL from the address book
Deleted carolyn.lee@barksdale.af.mil from the address book

EMAILS SENT

Email sent to Germaine.Day@BARKSDALE.AF.MIL
Email sent to melissa.cook@barksdale.af.mil
Email sent to renee.fernandez@barksdale.af.mil

Send More Email Notifications

Discussions Discussions not available on https://wawf.eb.mil/